

## **March 2, 2010 Executive Director's Operations Update and Review**

### **Budget**

- FY10 Other Expenses – \$158,357.00 (with holdbacks and reductions \$37,236) we've spent as of 02/03/10 \$16,663.00 leaving approximately \$20,573 for the remainder of FY2010
- Governor proposed reduction of \$51,866 from other expenses and \$8,773 from Personnel Services for FY11. Leaving us about \$25,000 to run the place plus short in payroll. This of course doesn't take in account the Gov's further cutting authority in FY11.
- We were not asked to present at the Budget Public Hearing before SUBCOMMITTEE #2: GENERAL GOVERNMENT A of the Appropriations Committee on the afternoon of February 8, 2010.

### **Information Technology**

- Completed another computer inventory for DoIT, last accomplished in June 2009
- Relationship with DoIT still a question
- Completing updating of technology plan with DoIT
- Updating web site.

### **Licensing**

- Draft of new "Steps for Certificate" in progress, 14 pages written so far
- Late Renewals coming in

### **Facilities**

- Contacted Department of Public Works Security on February 11, 2010 about replacement Security Badges – new photos may be taken on March 2, 2010

### **General Administrative**

- Continuing with weekly updating of the Emergency Command Center for the H1N1 Pandemic – trained Denise Diaz as alternate reporter
- Updated and completed State Register and Manual entry

### **Personal**

- I was not required to report for Jury Duty February 9, 2010
- I am requesting Gubernatorial permission to travel to the NASBA Executive Director's Conference March 21-24, 2010